

Town of Holderness, New Hampshire Job Description

Position Title: Chief

Department: Fire

Reports To: Select Board

Date: July 21, 2021

Term of Appointment: As defined per NH RSA 154:5 (indefinite period of time)

Job Description:

Under the general direction of the Select Board performs highly responsible supervisory and administrative work in planning, organizing, and directing the activities of the fire department, as prescribed by New Hampshire Revised Statutes Annotated (RSA 154:1 through 154:34).

The Fire Chief will administer, plan, direct, and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities as authorized by the Board of Selectmen. The Fire Chief will administer applicable local, state, and federal fire regulations. Administrative duties include planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief will consult with the Town Administrator and Fire Wards on issues of policy and planning, but will work independently in supervising department operations.

Duties and Responsibilities

- Plan, direct, and supervise, through subordinate officers, the activities of the fire department.
- Establish and implement Operational Guidelines based on best practices and NFPA standards.
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in firefighting, emergency medical services, and rescue procedures.
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit an annual budget, with the assistance of the Fire Wards and make expenditures within approved limits.
- Develop and revise a Capital Improvement Plan.

- Work with and advise the planning board and other departments on development implications for firefighting as part of the planning board approval process.
- Ensure that all local government policies and procedures are adhered to.
- Maintain an effective working relationship with all town department heads and the Town Administrator, as well as carry out additional duties as requested by the Select Board.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are documented and handled promptly, efficiently, effectively, and with courtesy.
- Work with the chiefs of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in fire chief associations at the regional and state level.
- Any other duties as assigned.

Organizational Relationship

The Fire Chief reports to Select Board.

Qualifications

- Associates Degree or Higher in Fire Science or a related field of study, or any acceptable equivalent combination of Education and Experience.
- Certified to Pro Board Firefighter I, IFSAC Firefighter I, New Hampshire State Level I and Firefighter II.
- EMT Certification or the ability to obtain certification within a reasonable period of time.
- Training in the Incident Command System at a minimum level of ICS 400.
- Successful completion of a recognized Leadership or Fire Officer Training Program.
- Hazardous Materials Awareness and Operations
- Must reside within a reasonable distance of the Fire Station.

Preferred Experience

- Minimum of five (5) years of fire service.
- Minimum of five (5) year as a fire department officer.
- Five (5) years of previous management/supervisory experience.

Occupational Certification

- Valid New Hampshire driver's license and successful completion of a certified emergency vehicle operations course, OR
- Valid New Hampshire CDL-B driver's license.

Knowledge

- Knowledge of Fire Department Operational Guidelines, policies, procedures, and applicable local by-laws, regulations, acts, and standards.
- Knowledge of the fire department rules and regulations, state laws, and town ordinances.
- Knowledge of the community and fire protection area.
- Knowledge of administration and budgetary methods and procedures.

Skills and Abilities

- Ability to be an effective leader.
- Ability to organize and delegate.
- Ability to effectively administer the operations of a call and volunteer fire department.
- Ability to effectively communicate verbally and in writing, and maintain positive public relations for the fire department.
- Ability to supervise and participate in the preparation of all necessary reports, records, and correspondence.
- Willingness and commitment to participate in training programs and workshops.

Physical Requirements

Minimum physical effort is required to perform administrative duties.

Moderate to strenuous physical effort is required when responding to emergencies.

Must occasionally lift and/or move more than 100 pounds.

Frequently required to stand, sit, walk, speak, hear and use hands to operate equipment.

Vision requirements include the ability to read and analyze documents, make fine visual distinctions, use a computer, operate motor vehicles and other equipment.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision

Performs highly responsible duties requiring independent judgement and initiative in planning, organizing and directing the work of the Fire Department and in the enforcement of federal, state and local laws.

Responsible for the supervision and performance of all personnel within the department including both career and call personnel.

Job Environment

Work is performed primarily in offices. Some work is performed at emergency scenes under variable weather conditions including temperature extremes. The Chief is exposed to all hazards associated with fighting fires and rescues including, but not limited to smoke, noxious odors, fumes, chemicals, solvents and oils. The Chief is on call at all times to respond to major fires and other emergencies.

Regularly operates a motor vehicle; when in the office operates computers and standard office equipment including, but not limited to telephones, copiers and fax machines. May also operate light trucks, various power tools, hand tools, fire and rescue tools and equipment either when at the Fire Station or a Fire or Rescue scene.

Has access to an extensive amount of confidential information including, but not limited to personnel records, criminal records, legal and personal information for both employees and the public.

Has frequent contact with town, state and federal officials, other fire departments, town departments, vendors and the community. Contacts may be by phone, email, in writing or in person.

Errors can be costly in terms of decreased or less efficient protection to persons or property, personal injury to others, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Pay equity/Equal opportunity/American with Disabilities Act Employer

July 2021